

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New OL/IMSS Initiatives, Objectives, Projects,  
and Studies for FY 88

FROM:

EXTENSION

NO.

OL/Planning Officer

DATE

OL/IMSS

21 September 1987

TO: (Officer designation,  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Tony

2.

Paul

3.

Clayton

4.

Walt

5.

Tom

6.

Mike

7.

Marie

8.

9.

Attached is a draft list of our proposed IMSS initiatives, objectives, and projects for FY 88. Please review this list carefully and for each topic you are responsible for, revise the wording in the topic and its explanatory paragraph as you see fit. Please make the topic as self-explanatory as possible. The associative paragraph should explain briefly what you will do in FY 88 alone. Some of the paragraphs shown here are stale hangovers from last year and obviously need revision. Others don't have a paragraph yet. Please provide one. Just pencil in your revisions on the attached sheets for me. Have fun and keep smiling.

Thanks.

Bob

10.

11.

12.

13.

14.

15.

~~CONFIDENTIAL~~NEW OL/IMSS INITIATIVES, OBJECTIVES,  
PROJECTS & STUDIES FOR FY88INITIATIVES (FY87/88 ONGOING)

- 1) Commercial Logistics Applications System (CLAS) -
- 

OBJECTIVES

- 1) Have CLAS Beta (Test) Site Facility Operational (IOC) by
- 
- ~~01 Oct 88~~
- 30 Sep 88 (POC by Oct 88) - (Office level) -
- 

*7 87*

This objective will establish, at a minimum, the manufacturing (inventory control, requisitioning) and purchasing software packages. The Beta site will use live data and will run parallel with existing systems until full implementation takes place.

- DEVELOPE AND ESTABLISH PERSONAL COMPUTER AND BAR CODING SYSTEMS.*
- 2) ~~Create an~~ *Develop and Establish* ~~OL Standards for PC Processing/BARS for OL~~ *PERSONAL COMPUTER AND BAR CODING SYSTEMS.*  
- (Office level) -

- 3) Place an Operational Foreign Computer System (FCS) in
- 
- Selected Field Sites - (Office level) -
- 

*COMPLETING conversion*

*ADDITIONAL OF* This objective will focus on evaluating ~~commercially~~ *THE DOWNLOADING* available software that ~~can~~ provides accountable property and inventory control capabilities to support OL requirements. PCs will be installed in OC field sites with one or more capabilities.

PERSONNEL OBJECTIVES

- 1) Establish an OL All-skills Bank -
- (TO BE DETERMINED)*

Conduct an OL-wide employee skills and skills interest survey and establish an OL all-skills bank as a quick reaction resource for meeting ongoing and unique OL support needs ~~and~~ *AND, AS A* reference point for further employee ~~development~~ *PERSONAL* and career development.

~~CONFIDENTIAL~~

① This objective will establish, at IOC, a fully integrated system to replace the Inventory Control System and Contract Information System. CLAS will integrate with the Office of Finance's Budget, Accounting and Resources System (BAERS), including Funds Control.

② This objective will result in OI-wide standards for PC hardware and software for use in local area networks (LANs) and for use with mainframe computers to the extent possible.

PROJECTS

- 1) Convert Federal Acquisition Regulations System (FARS)  
to IDMS/R Database Management System -

- 2) Plan for Move of OL ADP Equipment to NHB -

- 3) Devise a Method with OF to Minimize Personal Property  
Claims for Cash Losses Involving Employees on TDY/PCS  
-

By regulation, \$300 is the maximum payable in cash losses. Employees are advised to carry traveller's checks for cash in excess of this amount. Employees disregard the regulation and carry rather large amounts of cash which, when stolen, are not covered by the Government under the Claims Act. *In conjunction with OF explore ways/means to resolve this problem.*

- 4) Oversee Scheduled Reduction of OL File Holdings in *PREPARATION*  
*FOR MOVE TO THE NHB, 2*

Ensure that OL's recordkeeping practices are in compliance with Federal laws governing the maintenance, use, and disposition of Federal records. *Also, reduce OL's file holdings to prepare for the move to the New HQS Building.*

- 5) Plan for the New OL and OF Information Services Center  
in the NHB -

*APPROPRIATE ACCOMMODATION OF*  
In conjunction with the C/OC-OL/ISC, OF/RMO and OIT/IRMD plan for the equipment, furniture, and ~~organizational agreements~~ and administrative procedures for the OL-OF/ISC.

- 6) Track Implementation of the information handling  
recommendations made by OIT/IRMD -

An information handling audit was conducted in OL during FY-87. The audit report, which contains recommendations to improve information handling and records management practices in OL, is being prepared by OIT/IRMD and should be completed soon. *This project is to ensure that the recommendations are implemented and to assist the divisions/staffs as needed.*  
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7) Develop an IMSS Annual Planning Requirements Guide

- [REDACTED]

IMSS will develop a guide to label the points in the year where IMSS functions in support of OL annual planning are to occur. Also, a synopsis of how to handle these annual requirements will be prepared. This will be in far greater detail than the current OL Planning Calendar and Guide which was developed by IMSS to guide the OL divisions and staffs.

8) Develop OL "Image" Projects - [REDACTED]

IMSS will produce appropriate "image"-related articles, posters, or other graphic products during FY88.

Bob :

WHATEVER YOU  
FINALLY DECIDE  
+